ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
General Manager (GM)	• Review, approve and endorses the MBTA Environmental Management & Sustainability Policy. • Has ultimate responsibility for the ESMS. • Delegates certain responsibilities to Senior Management. • Responsible for designating the ESMS Management Representative/Champion • Provides the necessary resources, communicates the importance of the ESMS, and tracks progress. • Assures all department areas are committed to continual improvement in environmental performance. • Supports the development and continued implementation of the overall ESMS program. • Participates in a Management Review of the MBTA's ESMS.
Chief Operating Officer (COO)	• Assures that all areas within MBTA operation including bus, subway and commuter rail, as well as contracted services including water transportation, natural gas and fuel transportation, subsidized carrier bus service, and THE RIDE, are committed to continual improvement in environmental performance. • Assures that the procurement, management, and maintenance of the vehicle fleet, operation of daily service, and all of the Authority's buildings and structures including power distribution equipment, signal systems, and rail right-of-way complies meets the standards of the Environmental Policy and the ESMS. • Supports the development and continued implementation of the overall ESMS program within MBTA Operations. • Participates in the Management Review of the MBTA's ESMS.
Chief Financial Officer (CFO)	• Assesses the financial viability of all activities outlined under the ESMS. • Supports the development of more cost effective and efficient ways of carrying out procedures and responsibilities outlined under the ESMS. • Supports the development and continued implementation of the overall ESMS program within the MBTA Operations. • Participates in the Management Review of the MBTA's ESMS.

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
Chief, Strategic Business Initiatives and Innovation	• Responsible for assuring all areas of the ESMS are committed to continual improvement in environmental performance. • Responsible for support of the development and continued implementation of the overall ESMS program within the MBTA. • Provide training and resources for the facility to support ESMS implementation. • Participation in a Management Review of the MBTA's ESMS. • Responsible for communication of the status of the ESMS to the Senior Staff Management for the purposes of improvement.
Assistant General Manager for Design and Construction	• Oversee the development of standard guidelines for environmentally responsible and sustainable design for all professional service contracts. • Oversee development of standard specifications for environmentally responsible and sustainable construction activity. • Communicate the standards to all departments and employees to ensure implementation on all contracts. • Provide training and resources for the facility to support ESMS implementation. • Authorize periodic audits to ensure compliance with guidelines and specifications.
Director of Environmental Compliance	• Oversees the MBTA's ESMS program to keep all facility operations in compliance with applicable environmental regulations. • Oversees all permitting, environmental audit programs, and any additional programs to implement compliance at operating facilities. • Responsible for: identifying compliance problems and issues as they pertain to the ESMS and reporting them to the Chief, Strategic Business Initiatives and Innovation, along with recommended corrective action; drafting and recommending policies and procedures for insurances of compliance under the ESMS at all facilities, advising operating managers concerning the MBTA's environmental objectives under the ESMS and assisting in determining and implementing corrective action; and coordinating the instruction of operating personnel and

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
	contractors concerning the MBTA's ESMS objectives, policies, and procedures. • Provide training and resources for the facility to support ESMS implementation. •
Director of Energy and Environmental	• Responsible for the implementation, management, and coordination of the MBTA's ESMS policies, programs, and procedures. • Ensures regulatory compliance through the implementation of sound environmental practices. • Supervises and directs staff activities in environmental analysis and program development to support ESMS Objectives and Targets. • Acts as liaison with all environmental regulatory agencies and MBTA directorates to ensure full compliance with federal, state, and local environmental laws. • Provide training and resources for the facility to support ESMS implementation.
Environmental Counsel	• Provides legal advice to the Chief, Strategic Business Initiatives and Innovation and the MBTA operating departments on pertinent ESMS legal matters. • Defines objectives and organizes resources to meet the legal needs associated with the ESMS in a cost-effective manner. • Consults with and/or informs the MBTA's General Counsel on pertinent legal proceedings, negotiations, and litigation strategies. • Ensure all legal and other requirements that affect each division operating at the MBTA are identified and listed on the Environmental Regulations Matrix. • Stay abreast of changes to regulatory requirements and work with the Environmental and Operations Department to evaluate known and anticipated physical and/or operational changes to determine if new requirements are triggered. • Communicate relevant information about regulatory requirements to all affected MBTA personnel.

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
Environmental Department	• Ensure all legal and other requirements that affect each division operating at the MBTA are identified and listed on the Environmental Regulations Matrix. • Stay abreast of changes to regulatory requirements and work with the Legal and Operations Department to evaluate known and anticipated physical and/or operational changes to determine if new requirements are triggered. • Communicate relevant information about regulatory requirements to all affected MBTA personnel.
Director of Quality Assurance	• Assists in identification and ranking of the MBTA's Environmental Aspects and Significant Aspects and develops Objectives and Targets. • Assists in the development of the initial drafts of MBTA's procedures, SOPs, and other elements of the ESMS. • The DSQA is responsible for providing technical expertise and advice in support of environmental management programs for operations, maintenance, and support facilities.
MBTA Senior Management	• Assign the necessary resources to ensure the implementation and control of the ESMS, including human resources and specialized skills, technology and financial resources, etc… • Inform the Environmental Department and ESMS Team of any organizational changes or personnel changes. • Ensure appropriate action for failure of personnel to conduct or perform responsibilities and actions assigned to them in the ESMS. • Assign specific Management Representatives, with oversight responsibilities and reporting ESMS progress to the top management of the MBTA.
ESMS Champion (Management Representative)	• Champions the ESMS, providing oversight and guidance. • Designated as the official responsible for the overall development, management, and maintenance of the MBTA ESMS. This includes the update and maintenance of: Environmental Policy; Environmental Aspects and Significant Aspects; Maintenance of Legal & Other Requirements; Evidence of progress towards Objectives and Targets; Environmental Management Programs (EMPs); ESMS-related Procedures and

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
	SOPs; Compliance-related Plan(s); and Forms and Environmental Records. • Develops, identifies, documents, maintains, and communicates the requirements for all ESMS procedures, matrices, SOPs, and related documents. • Maintains document control of ESMS documents, forms, and records.
ESMS Core Team	• Represents the MBTA's operational areas during ESMS Meetings. • Identifies and ranks the MBTA's Environmental Aspects and Significant Aspects and develops Objectives and Targets. • Facilitates and writes the initial drafts of the MBTA's ESMS procedures, matrices, SOPs, and other elements of the ESMS. • Facilitates activities to implement and update ESMS elements, maintaining and controlling all ESMS documents including any generation, revision, or request for exceptions. • Ensure current documents are available thru the MBTA intranet. • Ensure changes to documents are distributed, communicated and understood by affected personnel. • Responsible for reviewing the Environmental Policy on an annual basis. • Responsible for providing feedback to the ESMS Champion on all aspects of ESMS planning and implementation. • Assists in the evaluation of the Environmental Policy during the Management Review.
Manager of Energy Efficiency	• Define, document and communicate roles and responsibilities to ensure development, implementation and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities.
Environmental Affairs Executive Assistant	• Maintain meeting minutes to provide objective evidence of the process used to review and revise the policy by the MBTA. • Record and maintain ESMS Sign-in Sheets for ESMS meetings. • Ensure current documents are recorded and maintained for the ESMS program.

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
	• Maintain the Roles and Responsibilities matrix and update annual or as needed.
Materials Manager, Inventory Management	• Documents procedures and SOPs pertaining to operations (handling, shipping and receiving, and hazardous waste handling). • Assures delivery, transport, handling, and storage of all materials on-site is done according to regulatory guidelines, directives, and ESMS requirements. • Ensure contractor support of ESMS policies through contractual obligations. • Documents SOPs pertaining to purchasing materials and/or services with environmental impacts.
Director, Organizational Development and Training	• Ensures complete training of employees in the Environmental Policy and SOPs as specified in the training procedures. • Collaborates with the Director of Environmental Compliance on the development of training needs and programs. • Coordinates with MBTA Communications to facilitate internal and external communication of ESMS elements.
Facility Superintendent	• Manage aspects and impacts within the Facility. • Communicate proposed physical and/or operational changes to the Environmental Department. • Obtain approval from the Environmental Department and/or other relevant Departments prior to making physical and/or operational changes, including but not limited to the procurement or installation of stationary or portable equipment which may have an impact on the Facility's aspects and impacts.
Facilities Maintenance Managers (Foreman)	• Document SOPs pertaining to their respective area or department. • Review non-conformances generated by the internal audit process. • Implement and verifies corrective and preventive action plans when required. • Communicate the status of the ESMS to the Senior Management for the purposes of improvement.

ED-4.4.1-2 Roles and Responsibilities Matrix

Title/Position/Role Job Description	Description of Responsibilities
Supervisors	• Communicate employee feedback on the Environmental Policy. • Communicate pertinent SOPs to employees in their respective areas. • Ensure employees in their respective areas have the training and tools to meet the requirements of the procedures.
MBTA Employees	• Perform assigned tasks in accordance with the regulations, the Environmental Policy, and the pertinent procedures and SOPs. • Communicate concerns to the supervisor regarding the performance of tasks, in accordance to the above listed requirements.
Internal Auditors / Audit Team	• Perform audits according to a specific audit plan or schedule. • Conduct internal audits of the MBTA, comparing against procedural requirements of the ESMS and the ISO 14001 standard. • Reports the results of the audits to the Director of Environmental Compliance.
Facility Hazardous Materials Coordinator	• Documents procedures and SOPs pertaining to emergency response. • Executes the emergency response according to the MBTA's plans, procedures, and SOPs. • Acts as Emergency Coordinator. • Notifies the Director of Environmental Compliance, Director of Corporate Safety, and Facilities Maintenance Director in reference to environmental emergencies. • Transfers external calls to the Director of Environmental Compliance in reference to environmental inquiries and complaints.
Information Technology Systems Staff	• Controls electronic access to all ESMS documents. • Provides overall electronic data management of the ESMS.